



JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: October 7, 2016

☐ Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Posting No.: 321-16

☒ Interested individuals who meet the stated requirements

TITLE: Division Director, Office of Training

SALARY: \$110,000.00

LOCATION: Central Office, Trenton/Correctional Staff Training Academy, Sea Girt and New Lisbon NJ

JOB DESCRIPTION: Under the direction of the Chief of Staff, Plans and directs the programs, staff and activities of the Department's Training Academy; administers, coordinates and oversees all phases of training for Departmental employees; identifies departmental training needs and problems related to training and develops training plans and programs to meet the prescribed needs.

REQUIREMENTS

EDUCATION: Graduated from an accredited college with a Bachelor's degree supplemented by a Master's degree in Sociology, Psychology, Social Work, Education, Guidance and Counseling, Criminology or Public Administration.

EXPERIENCE: Six (6) years of professional or custodial experience in a correctional setting involving the training and rehabilitation of social offenders and/or the training and development of staff; three (3) years of which should preferably have included supervisory executive experience of high level programming, for example, Assistant Superintendent or Correction Major.

NOTE: Applicants may substitute one year of service at the level of Associate Administrator, or higher, for the three (3) years of supervisory experience. Preference will be given to candidates with experience in large scale training and/or staff development programs, curriculum development or education.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN October 24, 2016.

Forward Response To:

Elizabeth Whitlock, Director
Office of Human Resources
New Jersey Department of Corrections
P.O. Box 863
Trenton, New Jersey 08625-0863

Emailed resumes are to be sent only to:

Bonnie.Lutz@doc.nj.gov

The New Jersey Department of Corrections is an Equal Opportunity Employer